Dear Student:

We are delighted that you have decided to pursue your studies with us. The CUNY School of Professional Studies is dedicated to offering education that is especially timely, relevant, and useful. This commitment means we must be responsive to changes in the workplace, in knowledge resources, and in our culture generally – and globally. Above all, it means we must be responsive to student needs. We are determined to make everything about your time with us as rich and rewarding as possible. If there is any way we can help you, please don’t hesitate to let us know. Feel free and encouraged to contact me personally.

I wish you all success.

Sincerely,

George Otte
Associate Dean of Academic Affairs
Important Notice of Possible Changes

The City University of New York (CUNY) reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York. The University regrets any inconvenience this may cause.

Every effort has been made to make the material presented herein timely and accurate. As changes occur, they will be communicated via traditional media and reflected on the School’s website. Students are encouraged to check the website to determine the most up-to-date program and course information and to make use of the Student Degree Audit System to track progress toward graduation. Critical points of fact or interpretation should be considered subject to confirmation by the appropriate office or department of the School.

The School does not guarantee to offer all courses it announces. The announcement is made in good faith, but circumstances beyond the control of the School sometimes necessitate changes. The School may cancel courses if the enrollment does not warrant their being offered or if other contingencies make such a cancellation necessary.
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THE CUNY SCHOOL OF PROFESSIONAL STUDIES

Mission Statement
The CUNY School of Professional Studies provides online, classroom-based and customized programs of study that are responsive to the needs of our students and our city, focusing on fields as well as forms of teaching, learning, and scholarship that highlight innovation, personal and social progress, and opportunities for careers and service.

Vision Statement
The CUNY School of Professional Studies, grounded in CUNY’s tradition of access and academic excellence, is dedicated to being the University’s premier school for adult learners. Adapting to the needs of our students across a growing range of fields and sectors, we expand CUNY’s ability to address the demands of evolving workplaces and disciplines. With core values of responsiveness and quality, and as the University’s leader in online learning, we will continue to introduce new opportunities that expand the possibility and promise of public education, and position our students to grow personally, excel in the workplace, and enrich their communities.

Accreditation
The CUNY School of Professional Studies is part of the University Center of CUNY's Graduate School and University Center. Its programs are registered by the New York State Education Department: Office of Higher Education and Professions, Cultural Education Center, Room 5B28 Albany New York 12230; Telephone 518.474.5851; http://www.nysed.gov/heds/IRPSL1.html. The Graduate School and University Center is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267.284.5000. To view the Statement of Accreditation Status, click here, or visit https://sps.cuny.edu/filestore/8/4/1_b3b3ae1b4ab0d29/841_d9c39cf3e5d6661.pdf.
# ACADEMIC CALENDAR

## Fall 2015 Term Schedule (subject to change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 10</td>
<td>Monday-Monday</td>
<td>Orientation (as scheduled by programs)</td>
</tr>
<tr>
<td>August 21</td>
<td>Friday</td>
<td>Award of Degrees and Certificates</td>
</tr>
<tr>
<td>August 26</td>
<td>Wednesday</td>
<td>Last day to drop with 100% refund</td>
</tr>
<tr>
<td>August 27</td>
<td>Thursday</td>
<td>First day of class&lt;br&gt;First day of late registration&lt;br&gt;First day to drop courses with 75% refund</td>
</tr>
<tr>
<td>September 2</td>
<td>Wednesday</td>
<td>Last day of late registration&lt;br&gt;Last day to add courses&lt;br&gt;Last day to drop courses with 75% refund</td>
</tr>
<tr>
<td>September 3</td>
<td>Thursday</td>
<td>First day to drop courses with 50% refund</td>
</tr>
<tr>
<td>September 5</td>
<td>Saturday</td>
<td>No classes scheduled*</td>
</tr>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>Labor Day – SPS offices closed, no classes scheduled*</td>
</tr>
<tr>
<td>September 9</td>
<td>Wednesday</td>
<td>Last day to drop courses with 50% refund</td>
</tr>
<tr>
<td>September 10</td>
<td>Thursday</td>
<td>Classes follow a Monday Schedule&lt;br&gt;First day to drop courses with 25% refund</td>
</tr>
<tr>
<td>September 13-15</td>
<td>Sunday-Tuesday</td>
<td>No classes scheduled*</td>
</tr>
<tr>
<td>September 16</td>
<td>Wednesday</td>
<td>Last day to drop courses with 25% refund&lt;br&gt;No refunds after this date&lt;br&gt;Last day to drop without a “W” grade</td>
</tr>
<tr>
<td>September 17</td>
<td>Thursday</td>
<td>First day of withdrawal, grade of “W” will be recorded</td>
</tr>
<tr>
<td>September 22-23</td>
<td>Tuesday-Wednesday</td>
<td>No classes scheduled*</td>
</tr>
<tr>
<td>September 25</td>
<td>Friday</td>
<td>Classes follow a Tuesday schedule</td>
</tr>
<tr>
<td>October 12</td>
<td>Monday</td>
<td>Columbus Day – SPS offices closed, no classes scheduled*</td>
</tr>
<tr>
<td>November 9</td>
<td>Monday</td>
<td>Last day to withdraw and receive grade of “W”</td>
</tr>
<tr>
<td>November 26-29</td>
<td>Thursday-Sunday</td>
<td>Thanksgiving: SPS offices closed, no classes scheduled*</td>
</tr>
<tr>
<td>December 15–16</td>
<td>Tuesday-Wednesday</td>
<td>Reading Day or Final Examinations</td>
</tr>
<tr>
<td>December 15-23</td>
<td>Tuesday-Wednesday</td>
<td>Final exam period</td>
</tr>
<tr>
<td>December 23</td>
<td>Wednesday</td>
<td>Fall term ends</td>
</tr>
</tbody>
</table>

*Online instructors are asked not to make new assignments or require assignments to be submitted during this time. Course sites will remain open.*
# Winter 2016 Term Schedule (subject to change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3</td>
<td>Sunday</td>
<td>Last day to drop for 100% tuition refund</td>
</tr>
<tr>
<td>January 4</td>
<td>Monday</td>
<td>First day of class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day for 50% tuition refund</td>
</tr>
<tr>
<td>January 8</td>
<td>Friday</td>
<td>Last day for 25% refund</td>
</tr>
<tr>
<td>January 17</td>
<td>Sunday</td>
<td>Last day to withdraw from a class with the grade of a &quot;W&quot;</td>
</tr>
<tr>
<td>January 18</td>
<td>Monday</td>
<td>SPS offices closed, no classes scheduled*</td>
</tr>
<tr>
<td>January 25</td>
<td>Monday</td>
<td>Final exams</td>
</tr>
</tbody>
</table>

*Online instructors are asked not to make new assignments or require assignments to be submitted during this time. Course sites will remain open.
### Spring 2016 Term Schedule (subject to change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 13 – 27</strong></td>
<td>Wednesday - Wednesday</td>
<td>Orientation (as scheduled by programs)</td>
</tr>
<tr>
<td>January 15</td>
<td>Friday</td>
<td>Award of degrees and certificates</td>
</tr>
<tr>
<td>January 28</td>
<td>Thursday</td>
<td>Last day to drop for 100% tuition refund</td>
</tr>
<tr>
<td>January 29</td>
<td>Friday</td>
<td>First day of class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First day of late registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First day to drop courses with 75% refund</td>
</tr>
<tr>
<td>February 4</td>
<td>Thursday</td>
<td>Last day of late registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to add courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to drop courses with 75% refund</td>
</tr>
<tr>
<td>February 5</td>
<td>Friday</td>
<td>First day to drop courses with 50% refund</td>
</tr>
<tr>
<td>February 11</td>
<td>Thursday</td>
<td>Last day to drop courses with 50% refund</td>
</tr>
<tr>
<td>February 12</td>
<td>Friday</td>
<td>First day to drop courses with 25% refund</td>
</tr>
<tr>
<td>February 12</td>
<td>Friday</td>
<td>Lincolns’ Birthday – SPS offices closed, no classes scheduled*</td>
</tr>
<tr>
<td>February 15</td>
<td>Monday</td>
<td>Presidents’ Day - College is closed</td>
</tr>
<tr>
<td>February 18</td>
<td>Thursday</td>
<td>Last day to drop courses with 25% refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No refunds after this date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to drop without a “W” grade</td>
</tr>
<tr>
<td>February 19</td>
<td>Friday</td>
<td>First day of withdrawal, grade of “W” will be recorded</td>
</tr>
<tr>
<td>March 23</td>
<td>Wednesday</td>
<td>Classes follow a Friday schedule</td>
</tr>
<tr>
<td>March 25 – 27</td>
<td>Friday – Sunday</td>
<td>No classes scheduled*</td>
</tr>
<tr>
<td>April 11</td>
<td>Monday</td>
<td>Last day to withdraw and receive grade of “W”</td>
</tr>
<tr>
<td>April 22-30</td>
<td>Friday-Saturday</td>
<td>Spring recess*</td>
</tr>
<tr>
<td>May 19 – 20</td>
<td>Thursday-Friday</td>
<td>Reading Day or Final Exams</td>
</tr>
<tr>
<td>May 19-28</td>
<td>Thursday Saturday</td>
<td>Final exam period</td>
</tr>
<tr>
<td>May 28</td>
<td>Saturday</td>
<td>Spring term ends</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>Commencement**</td>
</tr>
</tbody>
</table>

*Online instructors are asked not to make new assignments or require assignments to be submitted during this time. Course sites will remain open.

**Commencement date will be published in the fall of 2015.
### Summer 2016 Term Schedule (subject to change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31 - June 5</td>
<td>Tuesday – Sunday</td>
<td>Orientation (as scheduled by programs)</td>
</tr>
<tr>
<td>June 5</td>
<td>Sunday</td>
<td>Last day to drop with 100% refund</td>
</tr>
<tr>
<td>June 6</td>
<td>Monday</td>
<td>First day of class&lt;br&gt;First day of late registration&lt;br&gt;First day to drop courses with 50% refund</td>
</tr>
<tr>
<td>June 7</td>
<td>Tuesday</td>
<td>Last day of late registration&lt;br&gt;Last day to add courses&lt;br&gt;Last day to drop courses with 50% refund</td>
</tr>
<tr>
<td>June 11</td>
<td>Saturday</td>
<td>First day to drop courses with 25% refund</td>
</tr>
<tr>
<td>June 15</td>
<td>Wednesday</td>
<td>Last day to drop courses with 25% refund&lt;br&gt;No refunds after this date&lt;br&gt;Last day to drop without a “W” grade</td>
</tr>
<tr>
<td>June 16</td>
<td>Thursday</td>
<td>First day of withdrawal, grade of “W” will be recorded</td>
</tr>
<tr>
<td>July 4</td>
<td>Monday</td>
<td>Independence Day – SPS offices closed, no classes scheduled*</td>
</tr>
<tr>
<td>July 7</td>
<td>Thursday</td>
<td>Last day to withdraw and receive grade of “W”</td>
</tr>
<tr>
<td>July 16 - 21</td>
<td>Saturday - Thursday</td>
<td>Final exam period</td>
</tr>
<tr>
<td>July 21</td>
<td>Friday</td>
<td>Last day of classes, summer term ends</td>
</tr>
</tbody>
</table>

*Online instructors are asked not to make new assignments or require assignments to be submitted during this time. Course sites will remain open.

**Note:** The refund schedule in this calendar applies to courses that meet for the entire summer term only. Courses that meet for a shorter duration will have a prorated refund schedule.
GENERAL INFORMATION

Text Books and Course Materials

The following provides information about how to purchase and/or access required textbooks or other required course materials.

Book Store and Book Sellers
Students are encouraged to find books at a vendor that is most convenient for them. To help with their search students may refer to CUNY’s “How to Save Money on Textbooks” available at http://www.cuny.edu/about/resources/student/textbook-savings.html.

Coursepacks
Some instructors may compile copyrighted materials from various sources (journals, textbooks, books, etc.) to create a coursepack instead of, or in addition to, a textbook.

E-Library, E-Books, E-Collections
Instructors may require readings that are available through the Newman Library's vast e-books and e-texts collection. To search for electronic materials accessible through the Newman Library, visit http://www.baruch.cuny.edu/library/

Course Reserves
Some instructors may make books and/or other course materials available through the electronic course reserve system at the Newman Library. For more information about accessing course reserve materials, visit http://www.baruch.cuny.edu/library/sps/.

Accessing Required Textbook Information
Information about textbook and course material requirements is posted on the Class Details page in CUNYfirst. Instructions on accessing the class details are located at http://sps.cuny.edu/admissions/coursesc.

Library Services
The home library for CUNY SPS is the Newman Library at Baruch College. The Newman Library provides students with an easy, quick way of accessing computer-based library materials through its internet-based resources. These include electronic research databases and an E-Reserve system where professors can post class-related content.

For additional information about the services provided by the Newman Library to students of the CUNY School of Professional Studies, visit http://www.baruch.cuny.edu/library/sps/.

Students’ Newman Library username and passwords are mailed to their CUNY SPS email accounts upon enrollment.

In addition to the Newman Library, students with a valid CUNY SPS ID have access to the 20 libraries of The City University of New York system. To enter any of the libraries, including Newman Library, students must present their CUNY SPS ID Card along with a valid photo ID.

Murphy Institute Programs
In addition to the library services outlined above, students enrolled in programs at the CUNY School of Professional Studies through the Murphy Institute have access to the Joseph S. Murphy Institute Library located at 25 West 43rd Street in Manhattan. This library of approximately 4,000 volumes is the only collection within The City University of New York specifically dedicated to scholarship in the field of labor and related social sciences. The library contains several special collections of prominent scholars, including Philip Foner, Sumner Rosen, Nathan Spero, Adina Back, William Tabb, Art Shostak, and Evie Weiner.

Library hours are: Monday, 10:00AM - 7:00PM; Tuesday, 5:00PM - 8:30PM; and Wednesday, 5:00PM - 8:30PM.
Tutoring Services

The CUNY School of Professional Studies has joined a consortium of colleges and universities to provide comprehensive and easily accessible online tutoring for students. In-person tutoring is also available. For more information, contact Anthony Sweeney in the Office of Student Services, at anthony.sweeney@cuny.edu.

Murphy Institute Programs

Writing support is provided by the Murphy Institute through the Joseph S. Murphy Institute Writing Resource Center, which is staffed by skills-development specialists and volunteer tutors. In addition, college preparatory classes are provided by the Murphy Institute at no cost to students.

The CUNY eMall

The CUNY eMall provides students with price saving opportunities on a variety of items and services. Students are encouraged to check the eMall before purchasing software or hardware. Between promotional discounts, special giveaways, and free software, members of the CUNY community are able to get more value by shopping at the CUNY eMall.

You can access the CUNY eMall through the CUNY Portal.

ACADEMIC REGULATIONS AND PROCEDURES

Orientation

Orientation varies by program. Admitted students will receive information about orientation for their program shortly after being admitted.

Academic Advisement

Academic advisement is provided by faculty and staff of the specific program in which a student is enrolled. If you are unsure who to contact for academic advisement for your program please call 212.652.2869.

Registration

Once a student is admitted into a program, he/she will be notified about registration information for his/her course or program.

To register for classes, follow the instructions located at http://sps.cuny.edu/admissions/registration

Note: Students attending classes in person will be blocked from registering for courses if they have not satisfied the immunization requirements. Please see the Immunization Requirements section of this handbook for additional information.

Tuition and Fees

The tuition and fee scheduled can be accessed at http://sps.cuny.edu/admissions/ tuitionandfees.

New York State Residency

For the purposes of determining tuition charges, a student is considered a resident of the State of New York if the student: has his or her principal place of abode in the State of New York for a period of at least twelve months immediately preceding the first day of classes for the semester with respect to which the residency determination is made; states an intention to live permanently and maintain a principal place of abode in New York State; and, generally, is not in the United States on any
temporary visa. Residence in a dormitory, hotel, or other temporary housing facility does not in itself establish New York State residency.

A CUNY Residency Form and appropriate documentation must be provided for students to be eligible for New York State resident tuition rates. The New York State Residency Form can be found at http://sps.cuny.edu/forms.html.

Financial Obligations
Students who have not met all of their financial obligations to the School or to the University will not be issued a transcript, certificate, diploma or grade until they have made all outstanding payments. Students who are delinquent and/or in default in any of their financial accounts with the University or an appropriate state or federal agency for which the University acts as either a disbursing or certifying agent, and students who have not completed exit interviews as required by the federal Perkins Loan Program, the federal Family Education Loan Programs, The William D. Ford Federal Direct loan program, and the Nursing Student Loan Program, are not to be permitted to complete registration, or issued a copy of their grades, a transcript, or academic record, certificate or degree, nor are they to receive funds under the federal campus-based student assistance programs or the federal Pell Grant Program unless the designated officer, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation. Students also will not be allowed to register for a new semester unless they have satisfied all previous financial obligations.
Remission of Tuition and Fees
Students are liable for the full amount of their tuition and fees, regardless of whether they receive expected financial aid, loans, or other financial support. Fees and other non-tuition charges cannot be refunded. Refunds of tuition must be based upon a timely written official withdrawal from classes. Such refunds are allowed only in accordance with a limited schedule established by University policy. A student not entitled to a refund – even if withdrawn from classes – is fully liable for any unpaid tuition and fees.

A student is entitled to a full refund of tuition and noninstructional fees (where applicable) in the event that courses are cancelled or a student’s registration is cancelled by the CUNY School of Professional Studies.

In the event of a student’s withdrawal, a proportionate refund of tuition may be granted if valid reasons for withdrawal are presented. Written notification of a student’s official withdrawal should be delivered by mail, email or in person to:

CUNY School of Professional Studies
Registrar
119 West 31st Street, 1st Floor
New York, New York 10001
Email: jennifer.lee@cuny.edu

Upon approval of a written application, proportionate refund of tuition may be made as outlined below. For mailed requests, the postmark date determines qualification for the refund. Refund will be made in the form of the initial payment. Students enrolled under special program initiatives may have adjusted refund dates. No fees are refunded due to withdrawal.

Withdrawal from course:
- Before the official starting day of classes for the semester – 100%
- Within one week of the official starting day of classes for the semester – 75%
- Within two weeks of the official starting day of classes for the semester – 50%
- Within three weeks of the official starting day of classes for the semester – 25%
- Subsequent to the third week of the official starting day of classes for the semester – none

This schedule is not applicable to withdrawals due to the military, Peace Corps, or leaves for other national service, and is subject to change by action of the Board of Trustees of The City University of New York.

For online Seminars on Science courses offered in collaboration with the American Museum of Natural History, this policy relates to the tuition and fees of the CUNY School of Professional Studies only.

For CUNY degree-seeking students, refunds will be given based upon the following schedule:

- If the course is dropped between registration and the official start date for the course, the refund will be 100%.
- If the course is dropped during the first week of the class, the refund will be 50%.
- If the course is dropped after the first week of the class, there will be no refund.

Note: The Museum reserves the right to enforce its refund policy for fees paid directly to the Museum.

For courses that meet for less than 7 weeks, the refund policy will be published with the class schedule. For specific withdrawal dates for a course offering, see the Academic Calendar or contact the Academic Director for the program.
Payment Methods

Payment by Check or Money Order
Please send check or money order, made payable to the CUNY School of Professional Studies, to:

CUNY School of Professional Studies
119 West 31st Street, Suite 123
New York, NY 10001
Attn: Bursar Office

Payment by Credit Card, Debit Card, or Checking Account
Students must use CUNYfirst to make an online payment. All payments made online will be reflected on your account immediately after you receive your 6 digit payment confirmation number. We accept all major types of credit cards. Note that there is a 2.65% service fee associated with the use of all credit or debit cards.

Follow the instructions below to make your payment online:

1. Log into your CUNYfirst account.
2. From the Enterprise Menu, select HR/Campus Solutions
4. Select Make a Payment button to settle your tuition bill.
5. Select the option for which you wish to settle your tuition balance. Click the Next button.
6. Enter your billing information and click on the Next button.
7. Specify the amount of your payment. Click Next.
8. A message prompt regarding your payment will pop up. Click OK and confirm your payment.
9. Once you have confirmed your payment, click the Submit button.

You may also pay for your course(s) over a period of time by enrolling with Nelnet. To learn more, visit the Payment Methods section of our website at http://sps.cuny.edu/admissions/paymentmethods.

Additional information about financial aid can be found at CUNY’s website, http://www.cuny.edu/admissions/financial-aid.html, or in the CUNY Paying for College: A Solutions Handbook, which can be mailed to you upon request.

If you have questions relating to financial aid, please contact the Financial Aid office at 646.664.8720 or financialaid@sps.cuny.edu.

Financial Aid for Undergraduate Programs
For undergraduate financial aid information, visit http://sps.cuny.edu/financialaid/undergrad.html.

Financial Aid for Graduate Programs
For undergraduate financial aid information, visit http://sps.cuny.edu/financialaid/grad.html.

Tuition Support
Consult with the Academic Director for your program to find out if tuition support is available.
**Immunizations**

*Measles, Mumps, Rubella*

New York State Public Health Law 2165 requires all students entering a post-secondary institution be immunized against measles, mumps, and rubella (MMR). This law applies to students born on or after January 1, 1957.

The [Immunization Record Form](http://sps.cuny.edu/filestore/7/8/3_96f6667174d2f873_c53f7242bda5e13.pdf) (full link below) outlines the specific immunization requirements that students must meet. This form must be complete, signed and stamped by a health care provider.

Immunization Record Form: [http://sps.cuny.edu/filestore/7/8/3_96f6667174d2f873_c53f7242bda5e13.pdf](http://sps.cuny.edu/filestore/7/8/3_96f6667174d2f873_c53f7242bda5e13.pdf)

*Meningococcal*

New York State Public Health Law 2167 requires all post-secondary institutions to provide information on Meningitis and the Meningitis vaccine to all students.

Students must submit the Immunization/Meningitis Acknowledgement Form via CUNYfirst. To do so, follow the instructions in the [Quick Reference Guide](http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/students/Submit-Immunization-Meningitis-Acknowledgement-Form.pdf) (available at [http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/students/Submit-Immunization-Meningitis-Acknowledgement-Form.pdf](http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/students/Submit-Immunization-Meningitis-Acknowledgement-Form.pdf)).

Failure to comply with state law will result in denial of registration privileges.

**Meningococcal Disease Information**

**What is meningococcal disease?**

Meningococcal disease is a severe bacterial infection of the bloodstream or meninges (the thin lining covering the brain and spinal cord).

**Who gets meningococcal disease?**

Anyone can get meningococcal disease, but it is more common in infants and children. For some college students, such as freshmen living in dormitories, there is an increased risk of meningococcal disease. Between 100 and 125 cases of meningococcal disease occur on college campuses every year in the United States; between 5 and 15 college students die each year as a result of infection. Currently, no data are available regarding whether children attending overnight camps or residential schools are at the same increased risk for disease. However, these children can be in settings similar to college freshmen living in dormitories. Other persons at increased risk include household contacts of a person known to have had this disease, and people traveling to parts of the world where meningococcal disease is prevalent.

**How is the germ meningococcus spread?**

The meningococcus germ is spread by direct close contact with nose or throat discharges of an infected person. Many people carry this particular germ in their nose and throat without any signs of illness, while others may develop serious symptoms.

**What are the symptoms?**

High fever, headache, vomiting, stiff neck, and a rash are symptoms of meningococcal disease. Among people who develop meningococcal disease, 10-15 percent die, in spite of treatment with antibiotics. Of those who live, permanent brain damage, hearing loss, kidney failure, loss of arms or legs, or chronic nervous system problems can occur.

**How soon do the symptoms appear?**

The symptoms may appear two to ten days after exposure, but usually within five days.

**What is the treatment for meningococcal disease?**

Antibiotics, such as penicillin G or ceftriaxone, can be used to treat people with meningococcal disease.

**Is there a vaccine to prevent meningococcal meningitis?**

Yes, a safe and effective vaccine is available. The vaccine is 85 percent to 100 percent effective in preventing four kinds of bacteria (serogroups A, C, Y, W-135) that cause about 70 percent of the disease in the United States. The vaccine is safe, with mild and infrequent side effects, such as redness and pain at the injection site lasting up to two days. After vaccination,
immunity develops within seven to ten days and remains effective for approximately three to five years. As with any vaccine, vaccination against meningitis may not protect 100 percent of all susceptible individuals.

How do I get more information about meningococcal disease and vaccination?

Contact your family physician. Additional information is also available on the websites of the New York State Department of Health, www.health.state.ny.us; the American College Health Association, www.acha.org; and the Centers for Disease Control and Prevention http://www.cdc.gov/meningococcal/about/prevention.html.

Withdrawal

Students who wish to withdraw from a course must consult with their academic advisor*. The advisor and the student will review the reason for withdrawal and resources available to support the student’s continuation in the course. Students who feel they are struggling with the course material will also be encouraged to speak with their instructor.

Supports may include:

- Tutoring (http://sps.cuny.edu/student_resources/tutoring_services.html)
- Print and video tutorials (http://sps.cuny.edu/student_services/tutorials.html)
- Mathematical assistance (http://qrfellowssps.commons.gc.cuny.edu/)
- Writing assistance (http://bacwritingfellows.commons.gc.cuny.edu/)

Advisors will discuss with the student the consequences of withdrawal, both academic (loss of credit, lack of progress toward completion of the degree, repeated withdrawals that can lead to dismissal) and financial (loss of tuition, impact on financial aid). Students receiving financial aid will be advised to contact the financial aid office to determine the impact on their financial aid award.

If withdrawal is the best or only option, the advisor will e-mail the student the withdrawal form. Instructions for completing and submitting the form are included in the form.

*If you do not know who your academic advisor is, call 212.652.2869. E-permit students will need to also inform their home campuses.

Note: Students are liable for the full amount of their tuition and fees, regardless of whether they receive expected financial aid, loans, or other financial support. Fees and other non-tuition charges cannot be refunded. Refunds of tuition must be based upon a timely official withdrawal from classes. Such refunds are allowed only in accordance with a limited schedule established by University policy and can be found within the Academic Calendar.

Leave of Absence

Students who need to take a leave of absence may do so by sending a letter to:

Assistant Dean of Registrar and Student Services
CUNY School of Professional Studies
119 West 31st Street, 1st Floor
New York, NY 10001

If the request is made during the term and the student is registered, the request will be processed in accordance with the Refund Policy.

Leaves of absence are regularly approved for up to two years. If the leave is extended beyond two years, students must apply for readmission. While on leave, students may not attend other colleges or universities except with the written permission of the Assistant Dean of Registrar and Student Services. Credit earned while on leave will not be accepted toward the degree or certificate unless prior approval has been obtained.
In order to be granted a leave of absence, a student must be in good standing. A leave of absence cannot be used to avoid the consequences of poor academic performance or to circumvent a disciplinary procedure.

**CUNY Policy on Academic Integrity**

Academic dishonesty is prohibited in the City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism and collusion in dishonest acts undermine the educational mission of the City University of New York and the students' personal and intellectual growth. SPS students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned. Sanctions may include failing grades, suspension and expulsion.

Engaging in acts of academic dishonesty can end a student's school career, have an impact on the person's professional life and jeopardize future career goals. The CUNY School of Professional Studies is committed to maintaining an atmosphere of academic integrity. All alleged cases of academic dishonesty are subject to due process.

Additional information about Academic Integrity can be found in the CUNY School of Professional Studies Academic Policies Handbook which can be accessed at [http://sps.cuny.edu/acad_policies/index.html](http://sps.cuny.edu/acad_policies/index.html).
Grading Policy

Undergraduate

The undergraduate grades reflect assessment by the instructor of key course components. The following grades are assigned with their corresponding point values:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Ranges %</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.9</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.9</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76.9</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.9</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>60-69.9</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD</td>
<td>Auditor, listener.</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete. This is a temporary grade. The outstanding work must be completed by end of the following fall or spring semester. If the work is not completed by the end of the following semester, the INC is converted to a permanent grade of F on the record. The course instructor may grant the INC at the request of the student if participation requirements have been met and the only outstanding work is a paper, project, or examination. The instructor has the right to refuse a request, and can set a time limit for completion that is shorter than the end of the following semester. When the course work is completed and the final grade received, the INC grade will be replaced; a notation will be made on the student’s transcript of the date of change.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal. A permanent grade requested by the student after the Add/Drop period, and before the deadline in the academic calendar. This grade is assigned by the Assistant Dean of Registrar and Student Services at the written request of the student. It does not affect the grade point average.</td>
</tr>
<tr>
<td>WA</td>
<td>Administrative Withdrawal. This grade, which does not affect the grade point average, is administratively assigned.</td>
</tr>
<tr>
<td>WN</td>
<td>Never attended. Calculated as the equivalent of a “W” in the GPA.</td>
</tr>
<tr>
<td>WU</td>
<td>Unofficial Withdrawal. Student attended at least one class session. Calculated as the equivalent of “F” in the GPA.</td>
</tr>
</tbody>
</table>

Note: Some programs have additional grade requirements. Refer to the program descriptions for specific requirements.

University Policy Concerning the Repetition of Courses in which a Student Has Earned a Grade of “F” or “WU”

When an undergraduate student receives the earned academic grade of “F,” “FIN,” “WU,” or an administrative failing grade, and that student subsequently retakes that course and receives a grade of “C” or better, the initial grade of “F” will no longer be computed into the cumulative grade point average. The "F" will remain on the transcript. The number of failing credits that can be deleted from the grade point average calculation shall be limited to 16 for the duration of the student's undergraduate enrollment in the institutions of The City University of New York.

Satisfactory Academic Progress

Students are expected to make satisfactory academic progress. Generally, undergraduate programs throughout CUNY expect applicants to present an academic record with a minimum 2.0 GPA. A student is considered in good academic standing and making good academic progress when he/she has completed all coursework and exams in accordance with faculty instructions, no later than the last day of the examination period and has earned a GPA of at least 2.0. In certain circumstances, a student may find it necessary to request a grade of Incomplete (INC), in accordance with the rules above. All INC grades must be
completed by the end of the following fall or spring semester or the grade will be converted to F. If the course is repeated, it will be a new registration and a second grade on the academic record.

When a student has accumulated more than one incomplete or a GPA below 2.0, he or she may be ineligible to continue in the program since satisfactory academic progress is not being made. Under certain circumstances, a student may be required to carry a reduced course load to improve the GPA or be required to postpone further registration until the INC grades are completed. Typically, students may register for additional courses with one INC grade. Of course, all such academic reviews take into consideration individual circumstances and the potential for improvement.

In addition to academic consequences, failure to make satisfactory academic progress may have implications for the award of financial aid.

### Academic Warning

Academic warnings are issued whenever such a warning is deemed appropriate. Students receive only one academic warning; failure to comply with this warning may result in academic probation or suspension.

### Academic Probation

Academic probation is a serious warning that immediate and significant improvement is required. Students who earn F or WU grades, have a GPA below 2.0 or more than two INC grades will be reviewed and may be placed on academic probation. A finding that a student has committed plagiarism or has failed to comply with the Academic Integrity standards of the School of Professional Studies in any other way will be cause for probation. When instituting probation, specific criteria for return to good academic standing will be defined. Academic probation will be noted on a student's transcript while in effect and that notation will be removed completely upon successful return to good academic standing.

### Academic Suspension and Exclusion

Students with two consecutive unsatisfactory semesters are normally suspended from the CUNY School of Professional Studies for a period of one year. Students may petition to return to the program at the end of the year. Students may be suspended or excluded from the School for reasons of academic dishonesty.

### Academic Honors and Awards

#### Dean's List

**Full Time Students**
The Dean's list notation will appear on the transcript of full time students (those taking 12 or more credits per term) in the term they achieve a GPA of 3.5 and above.

**Part Time Students**
The Dean's list notation will appear on the transcript of part time students for each accumulation of 12 credits if they achieve a GPA of 3.5 and above.

**Honors for General Excellence**
Latin Honors are computed using only those courses taken in the CUNY School of Professional Studies and awarded when students have completed their baccalaureate degree with a final grade point average as follows:

- Cum Laude (with praise) 3.50
- Magna Cum Laude (with great praise) 3.75
- Summa Cum Laude (with highest praise) 3.85

Degrees and certificates are awarded three times each academic year in January, June and August. See the academic calendar for specific dates ([http://sps.cuny.edu/academic_calendar.html](http://sps.cuny.edu/academic_calendar.html)).
Graduate

The graduate grades reflect assessment by the instructor of key course components. The following grades are assigned with their corresponding point values:

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W  
Withdrawal. A permanent grade requested by the student after the Add/Drop period, and before the deadline in the academic calendar. This grade is assigned by the Assistant Dean of Registrar and Student Services at the written request of the student. It does not affect the grade point average.

WA  
Administrative Withdrawal. This grade, which does not affect the grade point average, is administratively assigned.

WN  
Never attended. Calculated as the equivalent of a “W” in the GPA.

WU  
Unofficial Withdrawal. The grade is calculated as an “F” and the student may be barred from future registrations. It is assigned by the instructor if the student stops participating.

Satisfactory Academic Progress

1. The minimum passing grade in a graduate course is a C-. Students need a B or better average in order to graduate with a master’s degree at CUNY, and must maintain a B or better average every semester attending. If the GPA in any semester falls below a B, the student will be placed on probation until such time as the average is raised above a B. Conditions for students on probation that will enable them to raise their GPA will be determined by the graduate degree program in which they are enrolled.

2. Students who receive a failing grade (F, WU, or an INC that reverts to an F if not completed) can repeat the same course at CUNY SPS. If the grade obtained is a B- or better, the student may petition the Registrar to drop the grade of F from the computation of the GPA. The failing grade remains on the transcript and is marked with a pound sign. The F-Replacement option can be used for only one graduate course at SPS. This F-Replacement option cannot be used for an F resulting from an academic integrity violation.

Degrees and certificates are awarded three times each academic year in January, June and August. See the academic calendar for specific dates (http://sps.cuny.edu/academic_calendar.html).
Grade Appeal Policy and Procedures

If a student believes that an error was made in the assignment of a grade, he or she should speak with the instructor of the course within 30 days following the posting of the grade. An email message or note requesting an appointment and explaining the problem will give the faculty member an opportunity to gather the appropriate course materials, papers, exams or other submissions so that the ensuing conversation can be meaningful. As a result of this conversation, a faculty member may correct an error and change the grade. If the problem is not resolved between the student and faculty member, the student may petition the CUNY School of Professional Studies Committee on Academic Appeals and Discipline, which hears student appeals of grades, determinations of satisfactory progress, plagiarism, and related matters.

Policy
The CUNY School of Professional Studies is responsible for determining the requirements and standards of performance for courses and for qualifying examinations. The CUNY School of Professional Studies course instructors retain considerable discretion in these matters. The instructor is under obligation, however, to ensure that his/her course syllabus is consistent with the goals of the curriculum of the degree or certificate program or course. The grading standards in a given course shall reflect levels of difficulty related to the educational objectives of the program.

Instructors have an obligation to students to make clear the basis of evaluation (e.g., reading assignments, student’s written submissions, contributions to class discussions, and presentations) at the start of each course so that students are not surprised by unexpected or untimely demands. Grades on examinations or for work in a course are the responsibility of the instructor.

Procedures
Academic appeals consist of issues raised by students who question the validity of their grades for coursework, grades on examinations, and/or final course grades. Most of these appeals can and should be resolved by the student’s direct discussion and communication with the instructor. A student’s appeal of a final grade must be formally initiated within 30 days following the posting of the grade on the student’s transcript. If the 30-day deadline has passed, the grade becomes permanent.

The academic appeals process comprises three levels as described below. The student may terminate the appeals process after Level I (with the instructor) or after Level II if a satisfactory conclusion is reached. The Level III decision of the Academic Appeals Committee is final.

Level I: With the Instructor:
The student shall meet with the instructor in an attempt to resolve the complaint. The student should email or call the instructor, explain the concerns, and ask for specific information as to why this grade was received. The student may be accompanied by a student or other member of the CUNY School of Professional Studies community in discussion with the instructor. Under the federal Family Educational Rights and Privacy Act (FERPA), students have the right to review their examinations. It is the instructor’s responsibility to provide the student with a detailed explanation of how the grade was determined.

Level II: With the CUNY School of Professional Studies Director of Student Services:
If the matter is not resolved at Level I (with the instructor) or after Level II if a satisfactory conclusion is reached. The Director of Student Services will schedule a meeting with the student and the instructor with whom the complaint is filed will then communicate their decision in writing to the student.

Level III: With the Academic Appeals Committee:
If the matter is not resolved at Level II, the student shall submit a written appeal outlining the nature of the complaint and the outcome sought to the Dean of the CUNY School of Professional Studies (or his or her designee), within 30 days of receipt of the letter referred to in Level II. The Dean shall schedule a meeting with the student and the Academic Appeals Committee. The Academic Appeals Committee will consist of the Dean and two members of the CUNY School of Professional Studies’ Governing Council and one CUNY School of Professional Studies’ instructor or CUNY faculty member with relevant specialization, who will hear the student’s complaint. The Dean, on the basis of each individual student complaint, shall randomly determine the members of the Academic Appeals Committee; the committee will not function as a standing committee. The Dean will communicate the decision of the Academic Appeals Committee in writing to the student. In academic appeals, the decision of the Academic Appeals Committee is final.
The academic appeals process will be accomplished in a reasonable period of time not to extend beyond six months. A student's failure to comply with the aforementioned process will nullify the complaint. The timeline for the specific stages of the academic appeals process is given below.

**Timeline Governing the Appeals Process**
A formal academic appeal is filed after the student has met with his/her instructor but has not resolved the complaint. Students have 30 days from the date their final grade was posted to initiate a Level II academic appeal to the CUNY School of Professional Studies Director of Student Services. A formal academic appeal is considered filed only when a dated letter or email is sent to the Director of Student Services. Students have 30 days to initiate a Level III academic appeal from the date they receive notice of the outcome of a Level II academic appeal.

Once received, the Director of Student Services has 10 days to respond to the student's formal appeal by scheduling a meeting with the student and instructor. Once the meeting has been conducted, the student will receive a decision in writing within 10 days. If the appeal has been denied, the student may move onto the next level of the appeals process (the Academic Appeals Committee) by submitting the request within 30 days of the notice of the Level II academic appeals outcome.

Submit initial appeal requests to:

Dr. Zeita-Marion Lobley, Director of Student Services  
CUNY School of Professional Studies  
119 West 31st Street, 4th Floor  
New York, New York 10001  
z.lobley@cuny.edu

When the Dean or the Dean's designee receives a written appeal requesting a hearing with the Academic Appeal Committee, the Dean has 10 days to respond to the student's formal appeal by scheduling a meeting with the Academic Appeals Committee. Students will receive a decision in writing within 10 days of the Academic Appeals Committee meeting. The decision of the Academic Appeals Committee is final.

Submit Academic Appeals Committee requests to:

Dr. Zeita-Marion Lobley, Director of Student Services  
CUNY School of Professional Studies  
119 West 31st Street, 4th Floor  
New York, New York 10001  
z.lobley@cuny.edu
STUDENT SERVICES

Student Activities

Students in the CUNY School of Professional Studies are welcome to attend any of the hundreds of lectures, presentations, and information sessions offered throughout the City University of New York over the course of the year. Please see the CUNY website for details: www.cuny.edu.

Services for Students with Disabilities

The City University of New York is a public university, firmly committed to making higher education accessible to students with disabilities by removing architectural barriers and providing programs and support services necessary for them to benefit from the instruction and resources of the University.

If students would like to request accommodations, they should ask their doctor or diagnostic center to provide the School with documentation of their disability and specific recommendations for accommodations. In addition, the student must complete the Disability Disclosure Form available at http://sps.cuny.edu/forms.html. The documentation must be current and should be sent four weeks in advance of the term to allow sufficient time to prepare. Documentation will be held in confidence. Once this documentation is received, the School will determine the reasonable accommodations to be provided, issue a notification letter to the student, and arrange for these accommodations to be made within the context of the student's academic program.

All documentation should be sent to the Student Services Coordinator, CUNY School of Professional Studies, 119 West 31st Street, New York, N.Y. 10001. Students considering registration or who have already registered in the CUNY School of Professional Studies should contact Christopher Leydon via email at christopher.leydon@cuny.edu.

Students may choose to discuss their disabilities with their faculty members to work out ways of meeting the specific requirements of the course. Nevertheless, official documentation is essential for accommodations to be established.

Career Services

The Office of Career Services at CUNY SPS is flexible and accessible, utilizing a mix of the latest in technology and digital communications tools, as well as traditional methods of advisement and presentations to meet the diverse needs of our community. This includes assistance with:

- “The Basics,” including resumes, cover letters, ePortfolios, websites, interviewing, networking, and personal branding
- Job searches, including assessment, exploration and skills inventory, career advisement, and access to online resources
- Internships, including guidelines and resources
- Workshops and resources, including an events calendar, podcasts and videos, and the career services newsletter
- Access to Optimal Resume, a free online career document management tool

To learn more about Career Services at CUNY SPS, visit https://sps.cuny.edu/career_services/

Student Health Insurance

Eligible students may sign up for Medicaid and Child Health Plus through the Exchange at any time. To view health insurance options available on the Exchange, visit the NY State of Health Official Health Plan Marketplace website (https://nystateofhealth.ny.gov/) or call 1.855.355.5777.

**Housing**

The CUNY School of Professional Studies does not have its own dormitories or other housing accommodations. Low cost housing in New York City can sometimes take considerable time to locate. Students who need housing should plan to arrive in New York allowing sufficient time before classes start in order to arrange housing.

The following section will provide you with resources and helpful information to assist you in your search for housing. The CUNY School of Professional Studies neither endorses nor recommends any particular housing. These arrangements are the responsibility of the student.

**Housing Search Tips**

Factors that need to be considered when searching for an apartment include rental costs, location, transportation, convenience, safety, and other living expenses. If you decide to share an apartment with roommates, discuss your expectations and make proper arrangements in advance. Once you find a potential place, visit the neighborhood. Do not be afraid to ask questions. Speak to other tenants or people from the neighborhood. Ask about the landlord's credibility. Inspect the apartment carefully to check for any damages.

*General items to discuss with the landlord:*

- Rental price
- Location
- Security deposit
- Are utilities included
- Maintenance and repair responsibilities
- Number of tenants allowed
- Number of bedrooms
- Furniture and/or appliances included
- Transportation available in the area
- Subletting
- Children and pet policies
- Cancellation procedures
- How to apply for electric, telephone, cable, and other services

Read the lease carefully and be sure that you understand it completely before you sign it. Discuss any problem areas in the lease and clarify them. It is an acceptable legal document once it is signed by you and the landlord. After the agreement is completed, be sure to get a copy of the lease with both signatures on it.

**Housing Resources**

- Roommate Finders - [www.roommatefinders.com](http://www.roommatefinders.com)
- Educational Housing Services - [www.studenthousing.org](http://www.studenthousing.org)
- One to World - [www.one-to-world.org](http://www.one-to-world.org)
- YMCA - [www.ymcanyc.org](http://www.ymcanyc.org)
- Craig’s List - [www.craigslist.org](http://www.craigslist.org)
- Rent Direct New York - [www.rent-direct.com](http://www.rent-direct.com)
- New York City Rent Guidelines Board - [www.housingnyc.com](http://www.housingnyc.com)
- Apartments.com - [www.apartments.com](http://www.apartments.com)
- Coolrent.net - [www.coolrent.net](http://www.coolrent.net)
City Realty - http://www.cityrealty.com/
Sublet.com – http://www.sublet.com/
Penington Friends House – http://www.penington.org/
Markle Residence for Women – http://gny.salvationarmy.org/
The Webster Apartments - http://websterapartments.org/wordpress_129693803/
Metropolitan Council on Housing - http://metcouncilonhousing.org/; The Metropolitan Council on Housing can provide information on housing laws. Their hotline is available to assist you with any problems you may be having with your landlord, your rights as a tenant, rent regulations, and guidelines.

*Please know that the CUNY School of Professional Studies neither endorses nor recommends any particular housing. These arrangements are the responsibility of the student.*

**SPS Identification (ID) Card**

Students enrolled in certificate or degree programs will be issued a CUNY SPS identification card.

New students will receive a CUNY SPS ID card in the mail. Cards are remotely recoded each semester, and provide current students with access to CUNY SPS facilities. Please be sure to carry and safeguard your ID card at all times.

Students who have lost or misplaced their CUNY SPS Identification Card are subject to a $10.00 replacement fee. To request a replacement ID card, students must:

- Complete an ID Replacement Form available at http://sps.cuny.edu/forms.html.
- Mail the form, along with payment of $10.00 in the form of a US Postal Service Money Order or personal check payable to the CUNY School of Professional Studies, to:

  CUNY School of Professional Studies
  Bursar
  119 West 31st Street, 1st Floor
  New York, NY 10001
ACADEMIC TECHNOLOGY

CUNY Portal

The CUNY portal is a gateway to all things CUNY: college websites, information about applying to CUNY, registering for classes, events, campus directories, etc. The CUNY portal makes it easier and faster to find what you need. And if you register on the portal, the ability to customize your view will make future visits to the portal more productive.

For instructions on creating a CUNY Portal Account, visit http://sps.cuny.edu/admissions/cunyportal.

Microsoft Office 365

MS Office 365 gives students, faculty, and staff access to the same Office 365 tools that businesses around the world use every day to stay productive and on top of their work. Office 365 empowers you by delivering the tools you need to prepare coursework, create sophisticated reports and presentations, and collaborate over the web.

Email

The CUNY School of Professional Studies email account assigned to you when you are admitted to the program will be your sole form of email communication with the School. It is of the utmost importance that you check this email account regularly and use it when communicating with your faculty, advisors, and staff at the School. This will ensure timely and secure delivery of information, as well as, immediately identifying you as a CUNY SPS student.

To access your school email account go to https://login.microsoftonline.com/.

Microsoft OneDrive

Your CUNY School of Professional Studies Office 365 email account gives you access to Microsoft’s OneDrive. OneDrive provides 1 TB of storage and access to web versions of Word, Excel, and PowerPoint. OneDrive can be accessed from any computer with a browser and internet connection. You can upload your files to the cloud for storage, sharing, and collaboration. You can also create files online using the web version of Microsoft Office.

Once you’ve logged into your school email account, you can access OneDrive by clicking the “OneDrive” button on the menu.

Log in and password for MS Office 365

Your email address will be a combination of your first name and last name @spsmail.cuny.edu. For example: robert.smith@spsmail.cuny.edu or roberta.taylor-haley@spsmail.cuny.edu.

Default passwords will be composed of the first initials of your first and last name followed by the last 4 digits of your social security number and the capitalized letters “SPS”. For example:

Name: John Doe
Last Four Digits of Social Security Number: 6789
Password = jd6789SPS

Please Note: You will be required to change your password immediately after you log into your email account for the first time. In addition, we recommend you change your password at least once every 6 months to ensure that your messages and attachments are kept intact.

If you are unable to log in, contact the CUNY SPS Help Desk for assistance at helpdesk@sps.cuny.edu or call 646.664.8592.
**Blackboard**

“Blackboard” is the name of the City University of New York’s course management system (online teaching tool). It is the place where you will attend class, communicate with your instructors and classmates, access student resources and perform many other important functions that you would normally have to go to a campus to do.

Online learning is, in many ways, exactly the same as the traditional classroom: you will have a professor and classmates; your professors will expose you to interesting ideas, books and readings; you will do research, prepare assignments and write papers; and you will engage in lively discussion with your classmates. You and your classmates will ask questions of the professor and each other; discuss the answers; and submit assignments (on-time, online). Each of these activities is accomplished, online, through Blackboard.

The Blackboard course management system is a highly interactive set of web pages and online communication tools that include links to syllabi, readings, videos, assignments, external websites and include access to discussion threads, chat rooms, blogs, wikis and more.

**Accessing Blackboard**
Connecting to Blackboard is through the CUNY Portal gateway.
1. Go to [http://www.cuny.edu](http://www.cuny.edu) then select the Portal Log-in button on the upper-right hand side of the page. You can also access the Portal Log-in on the bottom footer of the page under QUICKLINKS.
2. Select Alternative Blackboard Login>>
3. You will be prompted to provide your username and password. Do so then click OK.
4. You will now be logged into Blackboard. From there you will be able to access the course sites you are enrolled in, including the orientation site which provides tools to help you navigate Blackboard.

**Help Desk**

The CUNY SPS Help Desk is available to answer your technical questions. The Help Desk can be accessed via telephone (646.664.8594) or email at helpdesk@sps.cuny.edu. When you call, please be prepared to identify your problem, provide information about your computer’s Operating System (OS), platform, internet connection, and the version of the program with which you are experiencing problems.
GRADUATION

Graduation Requirements

All undergraduate degree and certificate students must have a 2.00 minimum GPA to graduate. Additional graduation requirements for each program are located in the program sections of this bulletin. Students may also consult with their academic advisor.

Note: Students should contact their department for guidance on final project submissions.

Application for Graduation Filing Procedures

1. Go to the following webpage: http://sps.cuny.edu/student_resources/apply4grad.html.
2. Complete the application, including your full legal name; this is the name that will appear on your diploma. If a change of name is desired, please file a Change of Name form (this includes abbreviating middle names, for example: Sue Ann Smith to Sue A. Smith).
3. Print, then return the completed application to the Registrar by the appropriate deadline noted below. The address is on the form. You will be notified by mail if there are any problems with the degree application.
4. Applications not completed correctly will be returned to the student. The returned application will not be accepted until filled out properly.

<table>
<thead>
<tr>
<th>Filing Deadlines*</th>
<th>Date of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>August</td>
</tr>
<tr>
<td>November 1</td>
<td>January</td>
</tr>
<tr>
<td>March 1</td>
<td>June</td>
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</tbody>
</table>

*Exact dates for degree/certificate awards may be found in the Academic Calendar for the appropriate Academic Year. If a filing date falls on a weekend, applications and forms are due the following business day without penalty.

Late Applications: Applications will be accepted with a $25 late fee for two weeks following the degree application filing deadline.

Graduation applications will be processed and audited after the filing date. This is a lengthy process as each application is audited individually. Students will be contacted via email and regular mail if there are any problems. Letters verifying the degree/certificate award will be mailed on the conferral date to those who have completed all requirements. February and September diplomas may be picked up on the day of conferral after 1 p.m. in the Registrar’s office. For June, they will be distributed at Commencement (only if all degree/certificate requirements have been met; and all financial obligations have been satisfied). Diplomas/certificates will be mailed only upon receipt of the address label enclosed with the award letter or upon a written request by the degree recipient.

Commencement Ceremony

The CUNY School of Professional Studies holds one commencement ceremony each year in June. All students who have applied for or earned a degree or certificate for that academic year will receive commencement information in mid-March. Please make sure your address is up-to-date to receive this important information. If your contact information has changed, please update it by submitting a completed Change of Address form to:

CUNY School of Professional Studies
Registrar
119 West 31st Street – 1st Floor
New York, NY 10001

The Change of Address form can be accessed at http://sps.cuny.edu/forms.html.
Through participation in the Alumni Association, CUNY School of Professional Studies graduates stay connected to each other and the School. We strive to make the Alumni Association impactful and aim to serve as a lifelong resource for our graduates. The Alumni Association offers:

- **On-Campus Programs** – opportunities to augment the skills and knowledge you gained in classes, hear directly from industry experts and employers, build and strengthen your professional network, improve your public speaking skills, and provide encouragement to current and prospective students.

- **Online Community** – stay connected with faculty, staff, students and fellow alumni via the CUNY SPS social media outlets (Facebook, LinkedIn, Twitter), see what is happening on campus via the School’s Youtube channel, contribute to the School’s blog and add the link in your résumé.

- **Benefits and Discounts** – we are building a menu of benefits and discounts for the growing CUNY SPS alumni community.

- **Giving Back** – show your appreciation by making an annual gift in support of the School after graduation. There is no greater statement of confidence than supportive alumni.

To learn more, visit [www.sps.cuny.edu/alumni](http://www.sps.cuny.edu/alumni).